

NORTH COUNTRY COMMUNITY COLLEGE
BOARD OF TRUSTEES MINUTES
January 27, 2017 – Saranac Lake Campus

Board Members Present: Stephen Reed, Mary Kay Tulloch, Anne McDonald, Mark Moeller, Joseph Costa, Mary Irene Lee, Daniel Kelleher.

Excused: Jerry Griffin, Tim Burpoe, Richard Suttmeier

Others Present: Dr. Steve Tyrell, Stacie Hurwitch, Bob Farmer, Chris Tacea, Joe Keegan, Sarah Shoemaker (College Senate), Diana Fortune (NCCC Foundation), Elizabeth Quinn (NCCCA), Shir Filler (NCCCAP), Adrienne Oliveras (VP SGA), Angela Brice, Bruce Rowe

Acting Chair, Steve Reed, called the meeting to order at 11:40 a.m.

Executive Session

Mark Moeller made the motion to enter Executive Session at 11:41 a.m. in relation to ***collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law; and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.*** Anne McDonald seconded the motion. The motion was passed unanimously. Steve Tyrell was invited in to join executive session at 11:41 a.m.

Mary Irene Lee made a motion to close Executive Session and enter into Open Session at 11:48 a.m. Mark Moeller seconded the motion. The motion was passed unanimously (6-0-0).

Approval of Minutes

- Mary Kay Tulloch made a motion to approve the December 2016 minutes as submitted. Anne McDonald seconded the motion. The December 2016 minutes were approved unanimously (6-0-0).

New Business

- Acting chair, Stephen Reed, requested introductions of all parties present for today's meeting.
- Acting chair, Stephen Reed, opens the floor for appointing a new Board of Trustees Chair. Mark Moeller made a motion to nominate Steve Reed. Anne McDonald seconded the motion. The motion was passed unanimously (6-0-0).
- Chair, Stephen Reed, opens the floor for appointing a new Board of Trustees Vice-Chair. Mark Moeller made a motion to nominate Tim Burpoe. Mary Kay Tulloch seconded the motion. The motion was passed unanimously (6-0-0).

Student Government

Adrienne Oliveras provided a verbal report.

- Combined efforts from Kim Irland and SGA are working to bring mental health counselors to campus to support students who do not have the funds who wish to use these services. It is slated to start with the Saranac Lake campus, then Malone and Ticonderoga. Additionally, SGA reported they are putting forth money to assist these students as well. Dr. Tyrell voiced appreciation for the effort.
- Campus-wide events to bring students together for fun, support, and relaxation have been successful.

College Senate

Sarah Shoemaker provided a verbal report on behalf of Chuck Van Anden:

- Initiative proposed to start a recognition committee in College Senate.
- Proposed change in Senate structure; considering change from Governance committee to Governance officer.
- No changes or votes occurred during first Senate meeting of the year.

NCCCAP

Shir Filler reported:

- NCCCAP and Administration negotiation teams continue to work on new contract
- NCCCAP and Administration still have open a few items from last semester related to individual cases.

CSEA

No report.

Board Chair

No report.

Vice President for Academic Affairs

Joe Keegan reviewed his printed report and noted in addition:

- Significant structural/technological updates have been successful and well received.
 - Radiologic Technology, Ticonderoga Library Classroom, S19 carpet
- Updates for classroom technology and furniture continues
- New school of applied technology feasibility study was presented to the faculty. The faculty indicated they do not believe these academic programs are feasible. Faculty report they are not against different programs, but other items of importance need to be addressed first.
- Still moving forward for a Spring launch of the 2nd Chance Pell Program. Anticipate a February launch, working close with Chris Tecea and chairs.
- Board of Trustee, Joseph Costa, on site at 12:25pm, bringing trustees present to count of seven.

* Stephen Reed stresses the importance of openness, education and communication. He voiced a reminder that anything disclosed to him will also be heard by the entire board, as well as Dr. Tyrell.

The following resolutions for Academic Affairs were acted upon by the board:

- Mark Moeller recommended Resolution 2016/17-57 that North Country Community College Board of Trustees hereby approves the appointment of Mary Jo Carter-Codling, to the full-time, nine-month, 164-day, exempt appointment as Nursing Instructor for a one year term effective with the Spring 2017 Semester, at a base salary of \$44,275 and at Rank A5, Step 9A. Danielle Kelleher seconded the motion. The resolution was approved unanimously (7-0-0).
- Mary Kay Tulloch recommended Resolution 2016/17-58 that North Country Community College Board of Trustees hereby approves the appointment of Scott Stringer, to the full-time, nine-month, 164-day, exempt appointment as Instructor for the Radiologic Technology Department for a one year term effective with the Spring 2017 Semester, at a base salary of \$40,375 and at Rank A5, Step 7A. Mary Irene Lee seconded the motion. The resolution was approved unanimously (7-0-0).
- Mary Kay Tulloch recommended Resolution 2016/17-59 that North Country Community College Board of Trustees hereby approves the appointment of Kathleen Dowd-Maloney, to the full-time,

nine month, 164-day, exempt appointment as Human Services Instructor for a one year term effective with the Spring 2017 Semester, at a base salary of \$44,275 and at Rank A5, Step 9A.. Mark Moeller seconded the motion. The resolution was approved unanimously (7-0-0).

- Mary Kay Tulloch recommended Resolution 2016/17-60 that North Country Community College Board of Trustees hereby approves the appointment of Kimberly Duffey, to the full-time, nine-month, 164-day, exempt appointment as Business Instructor for a one year term effective with the Spring 2017 Semester, at a base salary of \$45,250 and at Rank A5, Step 10. Daniel Kelleher seconded the motion. The resolution was approved unanimously (7-0-0).
 - Mark Moeller recommended Resolution 2016/17-61 that North Country Community College Board of Trustees hereby approves the temporary appointment of Susan Steen, to the temporary, full-time, exempt appointment as Science Instructor for the spring 2017 semester at a salary of \$18,725, a pro-rated amount under Rank A5, Step 6. Joseph Costa seconded the motion. The resolution was approved unanimously (7-0-0).
 - Anne McDonald recommended Resolution 2016/17-63 that North Country Community College Board of Trustees hereby approves the temporary appointment of David Campbell, to the temporary, full-time, exempt appointment as Humanities Assistant Professor for the spring 2017 semester at a salary of \$18,725, a pro-rated amount under Rank A4, Step 4. Mary Irene Lee seconded the motion. The resolution was approved unanimously (7-0-0).
- * Stephen Reed asked how the college prepares new faculty for the classroom.
- Joe Keegan reports majority of assistance comes from the chairs assigned to the department. Some information instruction and guidance is also provided from colleagues, as well as formal support from Moodlerooms. There are elements in place to provide support based on all levels of experience.
 - Dr. Tyrell notes that there are peer observations in classrooms done both formally and informally. Reports that these practices are critical to the success of the instructor and students, and these peer observations are done extremely well at NCCC.

Dean of Admissions Report

Chris Tacea, reviewed his printed report and made additional comments:

- While there is a notable drop in the number of transfers, it is not a major concern.
- Applicants for Radiological Technology have been completed and forwarded to the department. Candidate interviews will be explored and initiated for Fall 2017.
- Recent SUNY College Admissions Professionals (SUNYCAP) was attended by Meredith Chapman and Rachel Gebhardt. Currently Meredith Chapman is working to present the next meeting locally (Lake Placid, Crowne Plaza), anticipating positive exposure.
- Final calls for LPN is complete, with anticipated decisions early March. An earlier date than previous years, putting NCCC in line with other colleges.
- Both Joe Akey and Teresa Finch have been working diligently on the 2nd Chance Pell, Prison Project. Processing over 200 applicants, for 160 slots. Their efforts have been greatly appreciated and notable. Dr. Tyrell and Board agreed.
- After an audit was conducted, it was noted that admissions publications could use a face lift. Bids for printing are open with anticipation that publications will be ready for Fall 2017 travel.
- Team is working with the local Chamber to advertise NCCC during the Winter Carnival.
- Marketing for the 50th anniversary, product redesign and community involvement, have been successful.
- Financial Aid Update:

- CAMS (Student Information System) software has been updated and ready for 2017-18.
- New communication plan put together for current and future students. Updating web pages is a work in progress.
- Diane Crowe has been working with the Registrars office on addressing Student Academic Compliance.
- Candidate for Director of Financial Aid will be on-site February 2nd, 2017.

* The following resolution for FAS/Financial Aid was acted upon by the board:

- Conversation centered on the continuation of FAS contract. It was confirmed by Dr. Tyrell, Chris Tecea and Bob Farmer that once the new director begins, then FAS will be discontinued.
- Mark Moeller recommended Resolution 2016/17-62 that North Country Community College Board of Trustees hereby approves a three month contract extension with FAS whereas the rate of pay is \$95/hour plus housing and travel. Daniel Kelleher seconded the motion. The resolution was approved unanimously (7-0-0).

Vice President for Administration/CFO:

Bob Farmer distributed the November & December 2016 Financial Reports. Mark Moeller moved to accept the financial report. Mary Kay Tulloch seconded the motion. The motion was approved unanimously (7-0-0).

Bob Farmer shared his written report and discussed:

- Audit for 2015-16 is not complete at this time. Numbers currently show a surplus of 826K for that year. Report showing utilities, tuition/fees, salaries all under budget and that surplus is slated to be added to the fund balance. Anticipating final audit report soon.
- December revenue shows an estimated surplus of 800K-1mil at end of 2016-17 fiscal year.
- Fund balance is reported as healthy, financials doing well.
- Capital Projects Update:
 - The team has identified \$1,549,000 available in capital funds. Special thanks to Josh Roberts for discovering a 300K unspent capital chargeback monies.
 - The following completed or underway will spend \$1 million of the \$1.5 million of capital funding: Campus-wide electrical upgrade, back-up generator, new fuel tanks, athletics heating redone, new library classroom, fitness center upgrade, Radiological Technology relocation, Hodson Hall carpet/paving/mailroom and new ventilation system for North wing of Hodson Hall. Walk-in cooler upgrade to kitchen in Connector, additional upgrades to IT network/system, financial aid and payroll. In addition, a new flipped classroom for instructional support in Ticonderoga.
 - Proposed future upgrades: soccer field lighting, bus for student activities, upgrade to video conferencing equipment, and new chairs for all classrooms on each campus.
- Bond refinancing for association and the foundation show savings from its original 2005 issue. Bob thanked Diana Fortune, Josh Roberts, Lisa Symonds and Beth Quinn for all of their help on this project.

President's Report:

Dr. Tyrell shared his written report and discussed:

- Strategic Plan:
 - February 9th the working group chairs will meet to discuss how best to implement clear and measurable outcomes for action items.

- In next couple months, anticipate Faculty/Staff involvement for editing and review.
- Plan is to submit a final report to Middle States by September 1st, 2017.
- Work is underway to clearly identify budget enrollment targets for the next three years. And then to look at how current enrollment trends meet or do not meet those targets.
- College continues to explore what positions and activities we might restore to the operating budget as a result of the 2016-17 surplus. A five year financial plan will be completed using budget enrollment targets. We will continue to be conservative in revenue projections while the additional enrollment with 2nd Chance Pell allows the capital College some buffer to put other enrollment strategies in place. It is imperative that we know what new enrollment strategies we are putting in place by Fall 2017 if we are going to have an impact on managing our enrollment for 2019-20.
- We will need to complete an assessment on the effectiveness of shared governance. Acknowledging that all the various stakeholders have to be part of that assessment activity. Stakeholders include College Senate, Administrations, NCCCAP, CSEA, and Student Governance.
- The College has done a lot of assessment work in recent years. As we look at how can we support faculty with their assessment activities we realize we need to take a close look on how best to resource assessment.

* Stephen Reed voiced he would like the Board to start the self-assessment process as well. He inquired how it can be implemented with regards to available resources.

- Dr. Tyrell reports Middle States, ACCT, ACE and AGB all have great resources.
- Stephen suggests meeting in March will be used to review available options for self-assessment.
- Governor Cuomo rejected SUNY proposal for hold harmless clause for community college funding, leaving state aid FTE flat at \$2,697.
- Meeting with Lt. Governor Hochul showed agreement that more money needs to be available for workforce training. NCCC shares a grant on workforce development with Clinton Community College.
 - Governor Cuomo has proposed appointing two career and technical education leaders to the NCCC Council.
- Dr. Tyrell stressed the importance to continue speaking with your legislator about Community College funding.

NCCC Foundation:

Diana Fortune reported:

- Plans for Founders Day on February 17 have been finalized, invitations were mailed in mid-January. Deadline for RSVP is February 7. An invitation to Founders Day will appear in the Enterprise, the Weekender and the Lake Placid News at the end of this week.
- Information on the 50th Anniversary is now available on the College web site. Our thanks to Don Paulson, Shir Filler and Meredith Chapman for their time and efforts. Located in the *About* section of the page. Malone and Ticonderoga are finishing event plans.
- Reporting she continues to reach out to alumni, asking for their story about their college experience.
- Thankful to Chris Tecea and support team for all their help with merchandise and marketing.
- Donation requests for the May student awards for excellence and 2017-18 scholarships will begin in February. If you know of any persons interested in sponsoring please direct to Diana.
- Stephen Reed urges all to attend Founders Day in support and celebration for a momentous event.

NCCC Association:

Beth Quinn reported:

- Reported bookstore activities are currently up compared to Spring 2016, and continuing to stay on track. Anticipate a jump when 2nd Chance Pell is implemented.
- A policy change within the bookstore concerning the return of textbooks has been well received by students.
- Residence halls is down 16 students for various reasons and is the lowest in 6 years. Working with Kim Irland and Angela Brice to explore options that will increase activities on campuses and entice students to stay.

* Stephen Reed asked how we address students leaving:

- A quality of Life survey is given to exiting student, which includes reason for departure.
- Beth completed her report by stating she is anticipating the new contract between the College and the Association will be completed soon.

New Business:

- Dr. Tyrell provided an update the railroad project. Mr. James Brooks, College attorney, is reviewing indemnification clauses and will be closing possible loopholes. Dr. Tyrell requested feedback Faculty/Staff & Students in the Fall 2016 semester, and he shared that feedback with the board. The College anticipates scheduling a meeting with DEC on this matter later in February.
- Stephen Reed proposes that future board meetings begin with public session at 11am, and any possible executive sessions would occur after the public session.
- Stephen Reed thanks all who are present, for their confidence in him and voiced that in his short time with the board, he has had a positive experience and has enjoyed working with Dr. Steve Tyrell. He voiced he is honored to be the chair and looks forward to the momentum of the board.

Public Comment:

Joe Pete Wilson, Jr. re-introduced himself as Keene Town Supervisor, and looks forward to working with the board.

Adjourn

Mary Kay Tulloch made a motion to adjourn the meeting. Mark Moeller seconded the motion. The motion was approved unanimously (7-0-0). The Board meeting was adjourned at 1:30pm.

Respectfully Submitted,

Stacie Hurwitch
Assistant Secretary to the Board of Trustees

APPROVED
February 23, 2017
Motion: Mark Moeller
Seconded: Anne McDonald
Motion passed: 7-0-0